

Public Records Fee Schedule

The Town of Erie's Fee Schedule sets forth a general policy and procedures for providing access to public records maintained by the Town in compliance with the standards and requirements of the Colorado Public Records Law, C.R.S. Section 24-72-101, et seq. (the Act)

Fees:

1. Per page for black and white copies will be \$0.25.
2. \$2.00 for color copies. Necessary research not to exceed 15 minutes, paper, machine time, and supplies.
3. Fee for copies telefaxed, excluding the cover sheet, will be \$1.00 per page for local destinations and \$1.50 for long distance destinations. A maximum of five pages excluding the cover sheet will be telefaxed. Copies in excess of five pages will be mailed. The customer will be billed at the time the faxed copies are sent and the charges are due upon receipt as indicated on the attached Public Information Request Form.
4. Certified copies will be provided at a cost of \$1.25 per page for black and white copies and \$2.25 for color copies.
5. Applicable mailing fees may be assessed, as well.
6. A research fee of \$15.00 per hour, or portion thereof in 15 minute increments, will be charged on time required in excess of 15 minutes to produce the requested information.
7. Requested records which need to be retrieved from off-site storage will be provided at the same fee charged to the Town by the off-site storage facility.
8. Requested transcripts of Trustee, Board or Commission meetings will be provided by the custodian at a fee based on the actual cost incurred by the Town for the preparation of the transcript. An administrative fee of \$15.00 per hour, or portion thereof in 15 minute increments, will also be charged on time required in excess of 15 minutes to verify the accuracy of the transcript. The Town may require payment of the estimated cost prior to preparation of the transcript.
9. Individuals requesting that copies of Board of Trustees agendas be mailed must supply the Town Clerk's office with self-addressed stamped envelopes. No fee will be charged for faxing agendas locally. Copies of agendas and minutes will be provided by the Town Clerk's office.
10. Standard computer printouts will be provided at \$1.25 per page. Information requiring special resources will be charged \$100.00 per hour for computer time and \$50.00 per hour for personnel with a minimum fee of \$100.00. Work on the plotter will be charged a minimum of \$75.00 per hour.
11. Standard maps produced by GIS and sent to the plotter with no computer processing time will be charged as follows:
 - 8.5" x 11" \$10.00
 - 11" x 17" \$13.00
 - 18" x 24" \$16.00
 - 24" x 36" \$20.00
 - 36" x 58" \$25.00

Non-standard maps or special requests will be charged \$50.00 per hour for personnel with a minimum fee of \$100.00. Work on the plotter will be charged a minimum of \$75.00 per hour.

12. Copies of information provided on computer diskettes will be produced by the custodian for a fee of \$50.00 for the first diskette and \$10.00 for each subsequent diskette.
13. Copies of photographs will be produced by the custodian for a fee of \$15.00 per request plus the actual cost of the copy(s).
14. Copies of video tapes will be produced by the custodian at a fee of \$15.00 per tape which includes associated administrative costs.
15. Copies of audio tapes will be produced by the custodian at a fee of \$15.00 per tape which includes associated administrative costs.

16. Large photocopies from the Community Development Department will be available for the following fees:
 - 18" x 24" maps \$2.00
 - 24" x 36" maps \$3.50
 - over 24" x 36" maps \$.60 per square foot not to exceed \$9.00
17. Copies of the Town Code are provided at actual cost to the Town by the codifier, plus the cost of postage. An annual fee of \$125 for Code supplements will be invoiced prior to the beginning of each year. The fee for the Code on computer disk or CD-ROM will be based on the fee charged to the Town by the Code company (this information will be available upon final adoption of the code by the Board of Trustees).
18. Copies of the standards and specifications for the design and construction of public improvements may be purchased at a cost of \$50.00. Supplements may be purchased for an established fee based upon reproduction and all other applicable costs.
19. A set of bid documents will be available during bidding periods at prices as set by the Finance Department based upon reproduction and all other applicable costs.
20. Floodplain information may be obtained by initiating a request through the Public Works Department. The cost for such documentation shall be \$15.00 for information which requires only retrieval and duplication. This fee includes retrieval and reproduction costs. Should the information not be readily available and require additional survey or engineering research, a fee of \$130.00 shall be assessed which includes information retrieval, staff research, field investigation, and document reproduction costs. Upon receipt of payment for said services by the Town, staff shall research and provide applicable.